

DEPARTMENT OF CHARITABLE GAMING

APPLICATION CHECKLIST RENEWAL EXEMPT ORGANIZATIONS

Please make sure that your application has been completed in its entirety and all documents have been attached.

Before mailing this checklist and your completed application, please review this checklist. This list is not inclusive. Please compare your response to the application requirements.

- ☐ The application has been completed in its entirety and all questions have been answered. Do not leave any blanks.
- ☐ If applicable, a copy of a valid lease, sublease and primary lease signed by all parties has been attached.
- ☐ A list of members, participating in the management or operation of charitable gaming.
- ☐ Personnel Information Section has been completed in its entirety for the President, Treasurer/Financial Officer, and Game Manager(s)
- ☐ Signature/Notary page has been completed for the President, and signed and notarized.
- ☐ Tax information Disclosure Authorization has been completed in its entirety and signed by the appropriate individuals
- ☐ If applicable, provide confirmation of registration with the Virginia State Corporation Commission. The web site is www.state.va.us/scc and the telephone number is 1-800-552-7945.
- ☐ If applicable, provide confirmation of registration with the Virginia Department of Agriculture and Consumer Services. The web site is www.vdacs.virginia.gov and the telephone number is 1-800-552-9963, Ext. 6-1343.

Still Have questions? Write or call:

**Virginia Department of Charitable Gaming
101 North 14th Street, 17th Floor
Richmond, Virginia 23219
(804) 786-1681**

Web Page: www.dcg.virginia.gov